

**CODE: 1720  
FLSA: EXEMPT  
GRADE: 25**

**TOWN OF VIENNA, VIRGINIA  
JOB DESCRIPTION**

**JOB TITLE: LIEUTENANT  
CRIMINAL INVESTIGATION SECTION DIVISION  
POLICE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs advanced law enforcement work in the planning, direction, and supervision of the operations of the Criminal Investigation Section Division of the Police Department. Work involves acting as a division commander in forecasting work, determining priority, and planning work schedules; ensuring that departmental policy or other instructions are implemented; assigning manpower, equipment, and supplies according to need; having the authority to assign overtime or initiating justification for overtime not previously authorized; handling the responsibility for the status of equipment and materials; checking the quality and quantity of work performed by subordinates; assisting in the preparation of the divisional budget and operating within those limits; screening data and keeping superiors informed of important occurrences; scheduling and approving the use of annual sick and compensatory leave; completing and reviewing the annual evaluations of subordinates; evaluating and recommending the selection or promotion of employees effectively; maintaining a working knowledge of the responsibilities of other Divisional Lieutenants in the event of assignment rotation. Employee is subject to the usual hazards of law enforcement work and must remain alert to recognize evidence of law violation. Employee works under stressful, high-risk conditions. Reports to the Deputy Chief of Police.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Directs and assists in the investigative work of the Criminal Investigations Section, a division of the Police Department; ensures twenty-four hour/three hundred sixty-five day availability of division personnel.

Reviews reports of preceding shifts by noting accuracy, completeness, referral, and assignment for follow-up investigation to Division.

Conducts internal investigations; accompanies detectives to assist and observe their work; takes charge of involved or serious crime scenes and investigations when necessary.

Reports to superiors any important crimes or incidents, and performance of subordinates; assists Deputy Chief in policy development; prepares and delivers information to the public.

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Ensures that material, equipment, or evidence are properly collected, stored, protected, and maintained; supervises Property Section and Community Service Section.

Assists Deputy Chief in preparation of divisional budget including research for capital improvement needs; orders and secures daily material needs within that budget.

Schedules and approves the earning and use of annual compensatory and sick leave; provides division oversight of Narcotics and Gang employees assigned to task forces.

Prepares and reviews performance evaluations; discusses and reviews evaluations with Sergeant and Detectives; maintains oversight that division personnel receive appropriate training.

Evaluates and recommends the promotion of employee effectively; assists in review and recommendation of new hires.

Enforces personnel and safety regulations; resolves employee conflicts.

Resolves citizen/employee complaints; initiates disciplinary action as required.

Prepares specialized reports and presentations for use by superiors as requested.

Appears in court.

Receives and/or reviews various records and reports such as original case reports, case supplemental reports, telephone calls, email, United State mail, departmental/Town memorandum, and citizens complaints on employees.

Prepares and/or processes various records and reports such as case report/supplement, emails, United States mail, memorandums, public presentations, and Internal Affairs reports.

Refers to case reports/supplements, Internet searches/dictionary, Police Department general orders, Town Administrative regulations, State/Federal laws, court decisions, etc.

Operates a vehicle and a variety of equipment such as pistol, shotgun, taser, uniform, clothing, radio, computer, etc.

Uses a variety of tools such as handcuffs, OC spray, baton, digital voice recorder, digital camera, etc.; a variety of supplies such as writing instruments, paper, envelopes, fingerprint powder, cards, tape, evidence collection bags/jars/boxes, film, batteries, microsil/dental stone, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Outlook, Internet Explorer, NCIC/VCIN, Olympus Camedia, etc.

Interacts and communicates with various groups and individuals such as the Deputy Chief of Police, employees/subordinates, employees/superior, law enforcement, legal community, victim, witness, suspect, and the general public.

## **ADDITIONAL JOB FUNCTIONS**

Promotes departmental unity by attending lunches, social functions, and etc. involving employees.

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Assists in daily office maintenance such as empty trash or dusts as office inaccessible to cleaning staff.

Performs general administrative / office work as required, including attending meetings, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in criminal justice or management supplemented by eight to nine years of progressively responsible law enforcement experience, some of which has been in a supervisory capacity; or an equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the Town. Must have certification as a Virginia Police Officer. Must possess and maintain a valid State driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including a computer, telephone, firearms, vehicle, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crawl, crouch, lift, carry, push, pull, climb, balance, walk, jump, run and traverse uneven terrain. Must be physically fit and able to defend one's self from attack or physical assault. Must be able to restrain, lift and/or carry adults of varying weights.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving direction and instruction from supervisor.

**Language Ability:** Requires ability to read a variety of policies and procedures, laws, regulations, manuals, etc. Requires the ability to prepare reports, correspondence, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; and to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing subordinates; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

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**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; and to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including law enforcement, medical/first-aid, legal, personnel, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of geometry and statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; and to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with emergency, unusual or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures, and policies of the Criminal Investigations Section Division of the Police Department as they pertain to the performance of duties of the Lieutenant. Has considerable knowledge of the functions and interrelationships of the Department, Town, and other governmental agencies. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has knowledge of how to apply supervisory and managerial concepts and principles. Has knowledge of administrative principles involved in developing, directing, and supervising various programs and related activities. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future Department needs and resolving problems. Is able to plan and develop daily, short- and long-term goals related to Department purposes. Is able to make sound, educated decisions. Is

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able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism and implementation of law enforcement procedures. Is able to show a high level of discretion and flexibility in daily operations. Has considerable knowledge of the structure, function, and inter-relationships of state and local law enforcement agencies. Is able to analyze trends and plan and adjust Department services in response to changing trends. Has extensive knowledge of up-to-date methods of law enforcement procedures. Has considerable knowledge of firearms, automotive, radio, and other law enforcement equipment. Is skilled in the use of firearms. Has extensive knowledge of legal rights of accused persons and law enforcement. Has extensive knowledge of criminal behavior and methods of operation. Is able to deal courteously, yet firmly and effectively with the public in police situations. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communication. Has knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Is able to work in uncomfortable and/or dangerous conditions as necessary, including excessive heat or cold, wetness and humidity, and exposure to noise, smoke, toxic agents, dusts, disease, machinery hazards, explosives, light intensity, electrical currents, and violence. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of modern office practices and technology. Is skilled in the use of computers for word and data processing. Has the mathematical ability to handle required calculations. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Writes accurate reports of events. Provides accurate oral description of events. Maintains weapons use proficiency via the maintenance of target practice skills. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations. Searches crime scenes for evidence. Collects and preserves evidence. Obtains blood and urine samples for sobriety tests. Reviews crime lab reports and records. Explains nature of complaints to offenders, witnesses and victims. Testifies in cases and hearings. Confers with prosecutors and attorneys. Reads and reviews reports for testimony. Serves probate orders.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas. Advises persons of constitutional rights. Patrols assigned sector with diligence and resoluteness. Responds to law enforcement calls promptly and reliably. Requests emergency assistance for accidents.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

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**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction. Uses initiative to investigate suspicious persons and vehicles, to review information on criminal activity and to seize contraband.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors, including the firing of weapons while on duty, the encountering of armed suspects, the use of deadly force when necessary and the subduing and arresting of resisting/attacking individuals. Gives warning to offenders in lieu of arrest or citation. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment whenever possible.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally. Exchanges necessary information with other officers and participates in meetings with other officers.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Checks various types of premises as part of routine scheduling.

**Safety and Housekeeping:** Adheres to all established safety standards, including the handcuffing of suspects and prisoners, the conducting of frisk and pat downs, the recovery of weapons from suspects who give up, performing evasive maneuvers to recovery weapons and the operation of vehicles in both emergency and non-emergency situations and conditions. Adheres to established housekeeping standards, including the cleaning and inspection of weapons. Ensures that safety and housekeeping standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives. Participates in development of budget.

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**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training. Maintains personnel records on officers. Maintains proper staffing levels.

**Leading:** Provides a work environment that encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment that is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures. Oversees and supervises major cases. Ensures that subordinates follow policy. Checks attendance and punctuality. Receives and reviews time sheets.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

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**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**